

**CONFIDENTIAL**

24 APR 1975

MEMORANDUM FOR: Office of Personnel

25X1A9a ATTENTION : [REDACTED]  
SUBJECT : Restored Leave Requests for 1974

I have reviewed all the subject cases which you recently sent to me.

25X1A9a a. I agree generally with your notes requesting additional [REDACTED]  
[REDACTED] tions all involve work load situations - how do we propose to differentiate between one work load situation and another.

25X1A9a b. Re the proposed approved cases - I believe our Committee has no authority under published Agency regulations to accept 25X1A9a or approve any request for restoration where the scheduled leave is not documented as having been approved [REDACTED]  
[REDACTED] 25X1A9a Admittedly this may be a technicality especially when viewed against the several cases "approved" immediately before commencement date of exigency or within [REDACTED]

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c. I believe we should defer action on all requests other than those based on leave canceled due to sickness until we can clarify groundrules. Suggest this be done on basis of paper for DDA approval which probably should be prepared after we have formal CSC clarifications. The principal issues as I see them are whether:

(1) If leave schedules must be approved prior to beginning of 24th leave period to make canceled leave eligible for restoration, how do we preserve equity among (a) cases not approved (when requested), (b) cases approved immediately prior to or within periods of exigency on which cancellation is based and (c) cases where employee does not request leave due to his perception of office work loads.

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E. 2 IMPDET CL BY 018109

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(2) There is to continue to be some effort to prevent ordinary work loads as qualifying for treatment as exigencies - if so how administer.



Deputy Director  
for  
Plans and Systems

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